

New Teacher Checklist

Name: _____

School: _____

- New Hire Report Form
- W-4 Form
- I-9 Form
- Copy of 2 Forms of I.D. (Example: Driver's License/Social Security Card)
- Direct Deposit Acknowledgement Form
- Employee Insurance Checklist
- Insurance Enrollment/Change Application
- Dental Selection Card (Assurant Plan Only)
- Personnel Policy Acknowledgement Card
- Physical Form
- Teaching Certificate
- Experience From Prior Schools
- Sick Days From Prior Schools
- Great-West Enrollment Form
- Signed Contract